



YAVAPAI EVENT SERVICES

Events for Everyone... in Yavapai County

About Notifications

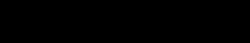


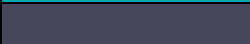

Library Calendar uses an automated email notification system to help manage event registrations. The specific text of an email is set by the registration state, which can be:

- **Complete** – registrant is booked for a seat at the event (assuming registrant meets event criteria and spaces are open, new registrants will be placed in this state)
- **Pending** – registrant is not booked for a seat, but is held back in a queue (library must assign and un-assign this state)
- **Waitlist** – registrant is not booked for a seat, but is taking a waitlist spot (new registrants are placed in this state if no seats are available but a waitlist is enabled)
- **Pending Waitlist** – registrant is not booked for a seat, but will be given one if any are available at a set number of days before the event (new registrants without valid library cards are placed in this state when this setting is enabled)
- **Cancelled** – registrant is not booked for a seat (library may assign this state or patron may self-cancel via link included in notifications)

Each notification includes a spot for a custom message. You can create these custom messages whenever you create the registrations settings for an event.

Text of Notification Emails

Color Key

	Email copy text
	Values from registration form or associated event form fields
	Special sections only inserted under specific conditions
	Denotes conditions for inserting special sections
	Customized links and site information

Have questions? Need help?

Please contact us if you need assistance with your content package.
(928) 442-5388 | yes@yln.info

Registration Created (Sent to Patron)

Subject: **REGISTRATION STATE** for **TITLE**

REGISTRATION STATE

- *If Approved:* Successfully registered
- *If Pending:* Pending approval
- *If Waitlist:* On the waitlist
- *If Pending Waitlist:* On the pending waitlist
- *If Cancelled:* Cancelled registration
- *If Pending Payment:* Pending payment

Hello **NAME**,

You are

REGISTRATION STATUS MESSAGE

- *If Approved:* successfully registered for
- *If Pending:* pending approval to attend
- *If Waitlist:* on the waitlist for
- *If Pending Waitlist:* on the pending waitlist for
- *If Cancelled:* on the cancelled registration list for
- *If Payment Pending:* required to make a payment before attending

TITLE in **ROOM** at **BRANCH**.

DATE

- *If Single:* The event is scheduled for **DATE** at **TIME**.
- *If Series:* The event takes place on the following dates: **DATE/TIME LIST**.

You will receive another email notifying you of any status changes.¹

View the full event details at **DETAIL PAGE URL**.

If you are unable to attend this event, please click the following link to cancel your registration and allow another person to attend: **CANCELLATION URL**.

CUSTOM MESSAGE

Thank you,

SITE NAME

¹ This line is conditional, and only appears for the following states: pending, waitlist, pending waitlist.

Registration Updated (Sent to Patron)

Subject: **REGISTRATION STATE** for **TITLE**

REGISTRATION STATE

- *If Approved:* Successfully registered
- *If Pending:* Pending approval
- *If Waitlist:* On the waitlist
- *If Pending Waitlist:* On the pending waitlist
- *If Cancelled:* Cancelled registration
- *If Pending Payment:* Payment pending registration

Hello **NAME**,

You are now

REGISTRATION STATUS MESSAGE

- *If Approved:* approved to attend
- *If Pending:* pending approval to attend
- *If Waitlist:* on the waitlist for
- *If Pending Waitlist:* on the pending waitlist for
- *If Cancelled:* on the cancelled registration list for
- *If Payment Pending:* on the payment pending registration list for

TITLE in **ROOM** at **BRANCH**.

DATE

- *If Single:* The event is scheduled for **DATE** at **TIME**.
- *If Series:* The event takes place on the following dates: **DATE/TIME LIST**.

You will receive another email notifying you of any status changes.²

View the full event details at **DETAIL PAGE URL**.

If you are unable to attend this event, please click the following link to cancel your registration and allow another person to attend: **CANCELLATION URL**.

CUSTOM MESSAGE

Thank you,

SITE NAME

² This line is conditional, and only appears for the following states: pending, waitlist, pending waitlist.

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Registration Reminder (Sent to Patron)

Subject: Registration reminder for **TITLE**

Hello **NAME**,

You are registered for **TITLE** in **ROOM** at **BRANCH**, which starts soon on **DATE** at **TIME**.

View the full event details at **DETAIL PAGE URL**.

If you are unable to attend this event, please click the following link to cancel your registration and allow another person to attend: **CANCELLATION URL**.

CUSTOM MESSAGE

Thank you,

SITE NAME

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